

Application for Employment

➤ Please complete all sections regardless of whether or not you attach a resumé. Please print or type

Name _____
Last _____ First _____ Middle _____

Address _____
Number and street _____

City _____ State _____ Zip code _____

Phone (____) _____ (____) _____
Business phone _____ Home phone _____

List any former names under which you have worked or attended school:

I am applying for _____
the position of: _____

I have word processing and/or computer experience on _____
_____ and have used _____
_____ Hardware _____
_____ Software programs _____

For clerical applicants only: I certify that I can type at a speed of _____ wpm.

[illegible]

Currently valid certificates of professional or vocational competence, licenses and expiration dates, memberships in professional associations (You may exclude those that indicate race, creed, sex, marital status, age, color, national origin, or physical handicap):

For attorney applicants only: Enter date of bar admission _____

Were you ever discharged or rejected during probation, or have you resigned under threat of discharge or unfavorable circumstances from any employment? You may omit any incident occurring over 10 years ago. ☐ Yes* ☐ No

**If your answer is yes, give details.*

It is the policy of the judicial branch to hire only United States citizens and aliens authorized to work in the United States. Documentation of eligibility to work in the United States will be required as a condition of employment.

Please complete both pages of the application AND the supplemental questions.

You can email to JobApplications@hrcr.ca.gov or Fax Attention: Hiring 415-348-3873 or send via USPS to:

HIRING – HCRC
303 Second Street, Suite 400 South
San Francisco CA 94107



We cannot accept hand-delivered applications – please email, fax or mail only. Thank you.

Experience

> Please complete all sections regardless of whether or not you attach a resumé. Begin with your most recent experience. List all experience in the last 10 years, including U.S. military service. Give details on the work experience that you believe meets the minimum requirements for this position. If necessary, go back more than 10 years to demonstrate your qualifications. For each job worked, show actual time (number of hours per day or per week) spent in such experience. Also, list any volunteer experience that you believe helps you meet the requirements of the job for which you are applying.

Period of employment	Job classification and most important duties performed	Name and address of employer
From _____ To _____ ____ / ____ / ____ / ____ / ____ Total: _____ years _____ months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	Job title: _____ Salary: \$ _____ Duties: _____ No. of employees supervised: _____ Reason for leaving: _____	Supervisor's name: _____ and phone: _____
From _____ To _____ ____ / ____ / ____ / ____ / ____ Total: _____ years _____ months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	Job title: _____ Salary: \$ _____ Duties: _____ No. of employees supervised: _____ Reason for leaving: _____	Supervisor's name: _____ and phone: _____
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Certification by Applicant

Read carefully before signing. I acknowledge that the California judicial branch is an "at-will" employer. This means that both the employer and the employee have the right to terminate employment at any time, with or without notice and with or without cause. No one other than the Chief Justice has the authority to alter this arrangement, to enter into an agreement for a specified period of time, or to make any agreement contrary to this policy. I understand that any misstatements made in this application and any attachments, or omission of material fact, will cause forfeiture on my part of all rights of employment with the California judicial branch. I also understand that if I do not have the minimum qualifications for this class, I will be removed from the position when this fact is determined. Unless otherwise noted, I authorize the investigation of all statements given in this application, including contacting former employers.

SIGNATURE _____

DATE _____

Title of Position applied for:

All applicants are asked to voluntarily provide the following information. This section will be detached from your application prior to review and will be kept separately. All information provided is strictly confidential.

☐ Male ☐ Female

Your age group: (1) ☐ Under 21 (4) ☐ 40-49

(2) ☐ 21-29 (5) ☐ 50-59

(3) ☐ 30-39 (6) ☐ 60 or over

Choose the ethnic group with which you most closely identify:

(1) ☐ White (5) ☐ Pacific Islander

(2) ☐ Black (6) ☐ American Indian/Alutian

(3) ☐ Asian (7) ☐ Filipino

(4) ☐ Hispanic (8) ☐ Other

Specify

How did you learn about this position?

Please specify

(1) ☐ Newspaper/publication

(2) ☐ Community organization

(3) ☐ School

(4) ☐ Professional association

(5) ☐ Other publication

(6) ☐ Job announcement on bulletin board *Where?*

(7) ☐ Employee referral

(8) ☐ Walk-in

(9) ☐ Internet posting *Site?*

(10) ☐ Other source
